



Transaction Code HELP

IDENTIFICATION

Transaction Code: ZFI2206

Transaction Title: Deposit and Classification Processing Dashboard

UTILIZATION

Frequency: As Needed

Primary Use: This transaction is used to create, maintain, approve, and display Classification Documents.


Alternate Uses: This transaction may also be used to create, maintain, approve, and display Deposit Documents. (Please see the help for ZFI2206 – Deposit Document).

SELECTION CRITERIA - REQUIRED, RECOMMENDED & OPTIONAL FIELDS; HINTS & VARIANTS

The Selection screen is dynamic and will change based off of the Document Selection that is chosen.

I. Create Classification Document

Deposit and Classification Processing Dashboard



Document Selection

Deposit Documents

☐ Create Deposit Document

☐ Access Deposit Document(s)

☐ Modify Deposit Number

Deposit Classification Doc(s)

☒ Create Classification Document

☐ Access Classification Document

Selections

Business Area



Deposit No.



Required Fields:

- Business Area
- Deposit Number

Recommended Fields: N/A

Optional Fields: N/A

Hints:

- Once STO approves the Deposit Document, the agency can begin to classify the deposit.
- The classification begins with the entry of the depositing Business Area and the Deposit Number.

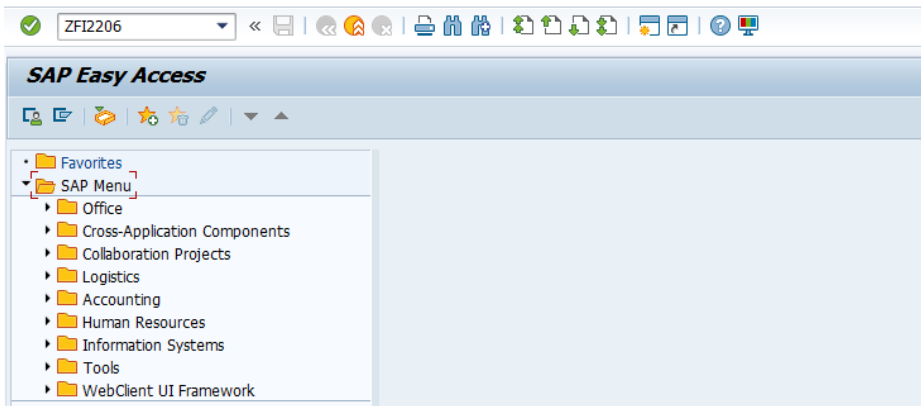
Variants: N/A

ADDITIONAL NOTES

- The Posting Date entered must be in an open period and cannot be future dated.
- The Document Header Text field is optional.
- The Classification Total field should be the total amount being classified. If the Classification Document is a reversal, the amount entered in the Classification Total field should use a negative sign.
- The classification must be coded to either a Business Area that is related to the depositing Business Area, or an authorized Business Area.
- Classifications must be coded to a valid expense, revenue, and/or escrow GL account, and cannot exceed the Deposit amount.
- The deposit may be classified to a designated account assignment string.
- The deposit may be classified to an open AR invoice/credit memo. The AR invoice/credit memo document number, line item number, and account assignment string can be manually entered or the Copy AR Document functionality can be used. When the Copy AR Document functionality is used, the system will only display line items that have a balance remaining to apply payment to.
- The Classification Document can be checked by using the Check button. The system will run validations checking the validity of all entries. If you only receive the message "Approval is required", the check was successful.
- The Classification Document must be Saved when ready for approval. Once Saved, the Classification Document number will be generated. The Classification Document number is the combination of Depositing Business Area, Deposit Number, and Sub Number.
- The user that approves the Classification Document cannot be the same user that made the last change.

TRANSACTION PROCESS and OUTPUT OVERVIEW

Enter transaction code ZFI2206 and press enter.



Select Create Classification Document option from the Selection screen.

The screenshot shows the 'Deposit and Classification Processing Dashboard'. The 'Document Selection' section is active, displaying two groups of radio buttons. Under 'Deposit Documents', the options are 'Create Deposit Document', 'Access Deposit Document(s)', and 'Modify Deposit Number'. Under 'Deposit Classification Doc(s)', the options are 'Create Classification Document' (which is selected) and 'Access Classification Document'. Below the 'Document Selection' section is the 'Selections' section, which contains two input fields: 'Business Area' and 'Deposit No.'. The 'Business Area' field is currently empty, and the 'Deposit No.' field is also empty.

Under the Selections section, enter the Depositing Business Area and Deposit Number that needs to be classified.

The screenshot shows the 'Deposit and Classification Processing Dashboard' with the 'Selections' section filled out. The 'Business Area' field now contains the value '107', and the 'Deposit No.' field contains the value '829356'. The 'Document Selection' section remains the same as in the previous screenshot, with 'Create Classification Document' selected.

Execute the transaction.



The Create Deposit Classification Document screen appears.

Create Deposit Classification Document 107829356-0001

Check Save

Header Details						Deposit Totals Overview				
Document Number	107829356	Initiated By	OSRAP	Deposit Amount	1,000.00					
Subnumber	1	Created By	P00130809 CARMENCITA CHRISTIAN	Classified Amt Pst	0.00					
Document Source	Manually Initiated	Entered On	06/13/2022	Classified Amt Sav	0.00					
Document Date		Changed By	P00130809 CARMENCITA CHRISTIAN	Unclassified Amt	1,000.00					
Posting Date		Changed On	06/13/2022	Current Doc. Amt	0.00					
Deposit Document	8900000142	Approved By		Remaining Amt	1,000.00					
Document Header Text		Approved On								
Classification Total				Header Total	0.00					
Dep. Business Area	107 DIVISION OF ADMINISTRATION			Item Total	0.00					
Deposit Number	829356									
Approved										

Add Copy Delete Copy AR Document Mass Update AR Doc.

G/L Account	Debit/Credit	Amount in LC	AR Document No	AR It...	Reversal	BusA	Fund	Cost Center	WBS Element	Grant	Order	Functional Area
		0.00										
		0.00										

Fill in the header data. Document Date and Posting Date are required fields. The Classification Total field is also required, however, it will default to zero if the net effect of the Classification Document is zero.

Create Deposit Classification Document 107829356-0001

Check Save

Header Details						Deposit Totals Overview				
Document Number	107829356	Initiated By	OSRAP	Deposit Amount	1,000.00					
Subnumber	1	Created By	P00130809 CARMENCITA CHRISTIAN	Classified Amt Pst	0.00					
Document Source	Manually Initiated	Entered On	06/13/2022	Classified Amt Sav	0.00					
Document Date	06/13/2022	Changed By	P00130809 CARMENCITA CHRISTIAN	Unclassified Amt	1,000.00					
Posting Date	06/13/2022	Changed On	06/13/2022	Current Doc. Amt	0.00					
Deposit Document	8900000142	Approved By		Remaining Amt	1,000.00					
Document Header Text	EXAMPLE DOC HEADER TEXT	Approved On								
Classification Total	250.00			Header Total	250.00					
Dep. Business Area	107 DIVISION OF ADMINISTRATION			Item Total	0.00					
Deposit Number	829356									
Approved										

Add Copy Delete Copy AR Document Mass Update AR Doc.

G/L Account	Debit/Credit	Amount in LC	AR Document No	AR It...	Reversal	BusA	Fund	Cost Center	WBS Element	Grant	Order	Functional Area
		0.00										
		0.00										

Fill in the line item data.

Create Deposit Classification Document 107829356-0001

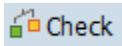
Check Save

Header Details						Deposit Totals Overview				
Document Number	107829356	Initiated By	OSRAP	Deposit Amount	1,000.00					
Subnumber	1	Created By	P00130809 CARMENCITA CHRISTIAN	Classified Amt Pst	0.00					
Document Source	Manually Initiated	Entered On	06/13/2022	Classified Amt Sav	0.00					
Document Date	06/13/2022	Changed By	P00130809 CARMENCITA CHRISTIAN	Unclassified Amt	1,000.00					
Posting Date	06/13/2022	Changed On	06/13/2022	Current Doc. Amt	250.00					
Deposit Document	8900000142	Approved By		Remaining Amt	750.00					
Document Header Text	EXAMPLE DOC HEADER TEXT	Approved On								
Classification Total	250.00			Header Total	250.00					
Dep. Business Area	107 DIVISION OF ADMINISTRATION			Item Total	250.00					
Deposit Number	829356									
Approved										

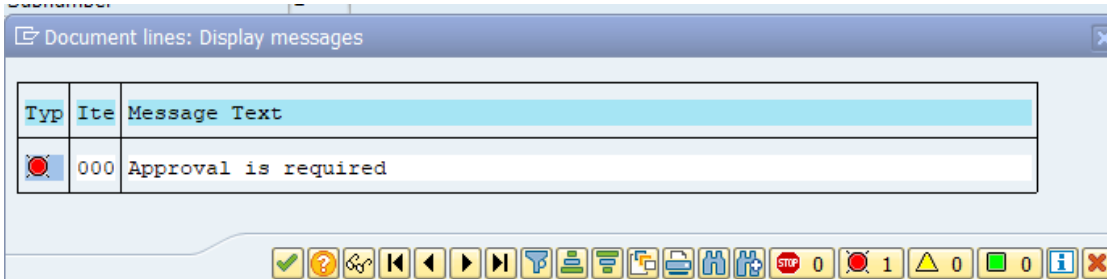
Add Copy Delete Copy AR Document Mass Update AR Doc.

G/L Account	Debit/Credit	Amount in LC	AR Document No	AR It...	Reversal	BusA	Fund	Cost Center	WBS Element	Grant	Order	Functional Area
4610017	Credit	250.00				107	1070000300	1071011008				
		0.00										

Check the document

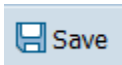


“Approval is required” message means the system found no errors in the document.

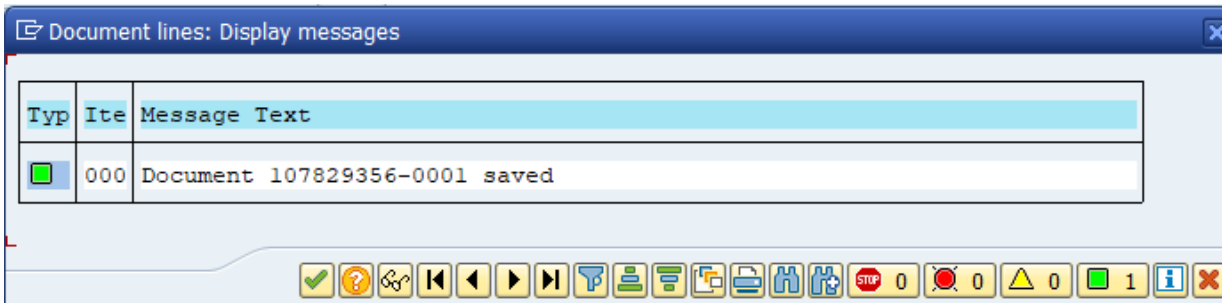


Close Message pop-up box by clicking the Green Check.

Save the Classification Document



Classification Document is now saved and ready for approval.




Close pop-up box by clicking the Green Check.

Use navigation arrows to return to the selection screen.



II. Access Classification Document

Deposit and Classification Processing Dashboard



Document Selection

Deposit Documents

☐ Create Deposit Document

☐ Access Deposit Document(s)











☐ Modify Deposit Number

Deposit Classification Doc(s)




☐ Create Classification Document

☒ Access Classification Document

Selection Criteria

Posting Date	<input type="text"/>	to	<input type="text"/>	
Posting Period	<input type="text"/>	to	<input type="text"/>	
Fiscal Year	2022	to	<input type="text"/>	
Business Area (Header)	<input type="text"/>	to	<input type="text"/>	
Deposit Date	<input type="text"/>	to	<input type="text"/>	
Deposit Number	<input type="text"/>	to	<input type="text"/>	
Class. Doc. Number	<input type="text"/>	to	<input type="text"/>	
Class. Doc. Sub-Number	<input type="text"/>	to	<input type="text"/>	
Deposit Doc. Number	<input type="text"/>	to	<input type="text"/>	
Initiated By	<input type="text"/>	to	<input type="text"/>	

Additional Selection Criteria

Business Area (Line)	<input type="text"/>	to	<input type="text"/>	
AR Document	<input type="text"/>	to	<input type="text"/>	
Source	<input type="text"/>	to	<input type="text"/>	

Document Status

☒ To be Posted

☐ Include Approved/Posted Docs

☐ Display PooledCash Adj. Doc

Select Output Display

Layout

Required Fields:

- Fiscal Year (defaults current fiscal year)

Recommended Fields:

- Classification Document Number

Optional Fields:

- Posting Date
- Posting Period
- Business Area (Header)
- Deposit Date
- Deposit Number
- Classification Document Sub-Number
- Deposit Document Number
- Initiated By
- Business Area (Line)
- AR Document
- Source

Hints:

- Any combination of the Selection Criteria fields may be used to search for a Classification Document.
- If searching for an approved/posted Classification Document, the “Include Approved/Posted Docs” check box must be selected for the documents to be displayed on the dashboard.

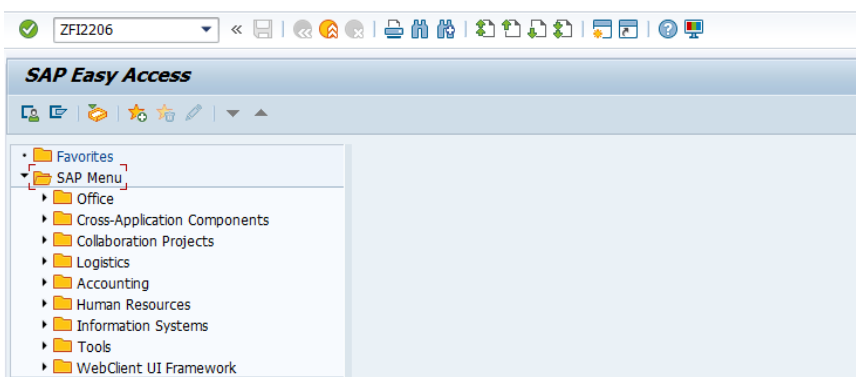
Variants: None

ADDITIONAL NOTES















- Details of the Classification Document are displayed on the dashboard.
- Double click on the Classification Document number to drilldown into the document.
- The Change Log button displays the log of what was changed, by whom, and when.
- To be able to Post a document:
 - The document needs to be error free.
 - The “Approved” check box must be selected.
 - The user must be different from the one that made the last change.

TRANSACTION PROCESS and OUTPUT OVERVIEW

Enter transaction code ZFI2206 and press enter.



Select the Access Classification Document option from the selection screen.

Deposit and Classification Processing Dashboard			
			
Document Selection			
Deposit Documents			
<input type="radio"/> Create Deposit Document			
<input type="radio"/> Access Deposit Document(s)			
<input type="radio"/> Modify Deposit Number			
Deposit Classification Doc(s)			
<input type="radio"/> Create Classification Document			
<input checked="" type="radio"/> Access Classification Document			
Selection Criteria			
Posting Date	<input type="text"/>	to	<input type="text"/> 
Posting Period	<input type="text"/>	to	<input type="text"/> 
Fiscal Year	2022	to	<input type="text"/> 
Business Area (Header)	<input type="text"/>	to	<input type="text"/> 
Deposit Date	<input type="text"/>	to	<input type="text"/> 
Deposit Number	<input type="text"/>	to	<input type="text"/> 
Class. Doc. Number	<input type="text"/>	to	<input type="text"/> 
Class. Doc. Sub-Number	<input type="text"/>	to	<input type="text"/> 
Deposit Doc. Number	<input type="text"/>	to	<input type="text"/> 
Initiated By	<input type="text"/>	to	<input type="text"/> 
Additional Selection Criteria			
Business Area (Line)	<input type="text"/>	to	<input type="text"/> 
AR Document	<input type="text"/>	to	<input type="text"/> 
Source	<input type="text"/>	to	<input type="text"/> 
Document Status			
<input checked="" type="checkbox"/> To be Posted			
<input type="checkbox"/> Include Approved/Posted Docs			
<input type="checkbox"/> Display PooledCash Adj. Doc			
Select Output Display			
Layout	<input type="text"/>		

Under the Selection Criteria section, enter data in the search fields as needed.

Selection Criteria			
Posting Date	<input type="text"/>	to	<input type="text"/>
Posting Period	<input type="text"/>	to	<input type="text"/>
Fiscal Year	2022	to	<input type="text"/>
Business Area (Header)	<input type="text"/>	to	<input type="text"/>
Deposit Date	<input type="text"/>	to	<input type="text"/>
Deposit Number	<input type="text"/>	to	<input type="text"/>
Class. Doc. Number	107829356	to	<input type="text"/>
Class. Doc. Sub-Number	0002	to	<input type="text"/>
Deposit Doc. Number	<input type="text"/>	to	<input type="text"/>
Initiated By	<input type="text"/>	to	<input type="text"/>

Execute the transaction.



The Deposit Classification Document Dashboard appears.

STATE OF LOUISIANA																	
Report Name: ZFI2206 Deposit Classification Document Dashboard																	
Report Date & Time: 06/14/2022 13:50:46																	
Doc. Status	Class. Doc.	Class Sub No	Deposit BA	I/F Doc No	Init. By	Class. Src	Entered on	Doc. Date	Posting Date	Fiscal Yr	Period	Document Header Text	Deposit Doc	Dep Pstng Dt	Dep. No.	Deposit Dt	Error Msg.
107829356	2	107		O	M		06/13/2022	06/13/2022	06/13/2022	2022	12	EXAMPLE DOC HEADER TEXT	8900000142	06/13/2022	829356	06/13/2022	Approval is required
																	107
																	250.00

Double click on the Classification Document number to drilldown into the document. The document opens in Display mode.

Display Deposit Classification Document 107829356-0002												
Check Changes												
Header Details								Deposit Totals Overview				
Document Number	107829356			Initiated By	OSRAP			Deposit Amount	1,000.00			
Subnumber	2			Created By	P00130809 CARMENCITA CHRISTIAN			Classified Amt Pst	250.00			
Document Source	Manually Initiated			Entered On	06/13/2022			Classified Amt Sav	0.00			
Document Date	06/13/2022			Changed By	P00130809 CARMENCITA CHRISTIAN			Unclassified Amt	750.00			
Posting Date	06/13/2022			Changed On	06/13/2022			Current Doc. Amt	250.00			
Deposit Document	8900000142			Approved By				Remaining Amt	500.00			
Document Header Text	EXAMPLE DOC HEADER TEXT			Approved On				Header Total	250.00			
Classification Total	250.00							Item Total	250.00			
Dep. Business Area	107 DIVISION OF ADMINISTRATION											
Deposit Number	829356											
Approved	<input type="checkbox"/>											
G/L Account	Debit/Credit	Amount in LC	AR Document No	AR Item	Reversal	BusA	Fund	Cost Center	WBS Element	Grant	Order	Functional Area
4610017	Credit	250.00			<input type="checkbox"/>	107	1070000300	1071011008				

- The navigation arrows may be used to return to the dashboard.



- An authorized agency user may place the document in edit mode to:
 - Change the document
 - Change header data.
 - Change, add, or delete line item data.
 - Saved documents must be re-submitted for approval.
 - Delete the document
 - The whole document is deleted.
 - This cannot be undone.
 - Approve the document
 - The document is approved/posted.
 - Entries are posted to the applicable ledgers.

Change to Edit mode.



Edit Deposit Classification Document 107829356-0002

Check Save Delete

Header Details										Deposit Totals Overview	
Document Number	107829356	Initiated By	OSRAP							Deposit Amount	1,000.00
Subnumber	2	Created By	P00130809 CARMENCITA CHRISTIAN							Classified Amt Pst	250.00
Document Source	Manually Initiated	Entered On	06/13/2022							Classified Amt Sav	0.00
Document Date	06/13/2022	Changed By	P00130809 CARMENCITA CHRISTIAN							Unclassified Amt	750.00
Posting Date	06/13/2022	Changed On	06/13/2022							Current Doc. Amt	250.00
Deposit Document	8900000142	Approved By								Remaining Amt	500.00
Document Header Text	EXAMPLE DOC HEADER TEXT	Approved On								Header Total	250.00
Classification Total	250.00									Item Total	250.00
Dep. Business Area	107 DIVISION OF ADMINISTRATION										
Deposit Number	829356										
Approved	<input type="checkbox"/>										

G/L Account	Debit/Credit	Amount in LC	AR Document No	AR Item No	Reversal	BusA	Fund	Cost Center	WBS Element	Grant	Order	Functional Area
4610017	Credit	250.00			<input type="checkbox"/>	107	1070000300	1071011008				

The editable fields are open to input/change.

To Approve the Classification Document:

Select the Approved check box.

Edit Deposit Classification Document 107829356-0002

Check

Header Details										Deposit Totals Overview	
Document Number	107829356	Initiated By	OSRAP							Deposit Amount	1,000.00
Subnumber	2	Created By	P00130809 CARMENCITA CHRISTIAN							Classified Amt Pst	250.00
Document Source	Manually Initiated	Entered On	06/13/2022							Classified Amt Sav	0.00
Document Date	06/13/2022	Changed By	P00130809 CARMENCITA CHRISTIAN							Unclassified Amt	750.00
Posting Date	06/13/2022	Changed On	06/13/2022							Current Doc. Amt	250.00
Deposit Document	8900000142	Approved By	P00026444 JAMES LODGE							Remaining Amt	500.00
Document Header Text	EXAMPLE DOC HEADER TEXT	Approved On	06/14/2022							Header Total	250.00
Classification Total	250.00									Item Total	250.00
Dep. Business Area	107 DIVISION OF ADMINISTRATION										
Deposit Number	829356										
Approved	<input checked="" type="checkbox"/>										

G/L Account	Debit/Credit	Amount in LC	AR Document No	AR Item No	Reversal	BusA	Fund	Cost Center	WBS Element	Grant	Order	Functional Area	Refer
4610017	Credit	250.00			<input type="checkbox"/>	107	1070000300	1071011008					

Selecting the Approval box grays out all fields on the document, places the user's PID in the Approved By field, and the Post button becomes available. Documents can only be posted once Approval box is checked; it cannot be resaved. To Save, uncheck the Approved box.

Select the Post button.



Document lines: Display messages		
Type	Itc	Message Text
<input checked="" type="checkbox"/>	000	Document 107829356-0002 posted
<input checked="" type="checkbox"/>	000	Document 8600000026 posted

Receive message that the Classification Document posted.

For Non-AR Classification Documents, document type Z6 journal entry will post. For AR related Classification Documents, document type DZ customer collection document will post.

Close pop-up box.

Use navigation arrows to return to the dashboard.



The Deposit and Classification Processing Dashboard will have to be executed again to view the document. Now that the Classification Document is approved, the document status selection needs to be updated.

Document Status	
<input checked="" type="checkbox"/> To be Posted	
<input checked="" type="checkbox"/> Include Approved/Posted Docs	
<input type="checkbox"/> Display PooledCash Adj. Doc	

Execute the transaction.



Deposit Classification Document Dashboard

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The Deposit Classification Document Dashboard now displays the approved Classification Document. To the far right of the dashboard you can also view and drilldown into the Z6 document that was created for the Non-AR classification document.

[LaGov ERP Report Quick Reference Guide](#)

This step-by-step guide will walk you through saving your own variants and customizing the output for any LaGov report. Print and keep it handy.

For additional information on LaGov reporting and navigation, review the following training courses in LEO:

- Core Component (ECC) Navigation & Reporting
- LaGov Reporting Basics
- LaGov Reporting Advanced